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RETURN TO *6*

SEC. MANAGEMENT DIVISION

Chief, Security Division, Security Office

13 October 1954

THRU : Security Division, Office of Communications

Chief, Records Management Division, Management Staff

Vital Materials Protection of Current Cable Traffic

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1. It is anticipated that current cable traffic may be needed at the Repository in the event of an emergency. To assure the availability of this material, it is proposed to forward to ☐ each day one copy of all cables received and transmitted in the previous 24 hours. The daily accumulations will be maintained in sequence by in and out numbers and all cables would be included regardless of security classification and distribution indicator.

2. The paragraph below is a proposed statement of the minimum security precautions required to assure adequate protection for the cables while in transit from Headquarters to the Repository:

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(a) The daily accumulation of cables will be wrapped and transmitted in accordance with Regulation ☐ Transmission of Classified Documents Outside CIA; (b) The package will be placed in a briefcase fastened with a rotary lock of the type now used for pouch transmittal; (c) Attached to the outside of the briefcase will be a tag bearing the statement "Warning - Do Not Open. This Bag Contains Official Classified U. S. Government Property. If Found Unattended, Telephone Immediately Day or Night Sterling 3-2574, Washington, D. C."; (d) The briefcase will be released by the Signal Center to the custody of an armed courier who will make the trip in an Agency car. The car will not be driven by the courier while the cables are in his custody."

3. Please return this memorandum with your concurrence indicated in the space below, or with your comments regarding necessary revisions.

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[Handwritten signature]

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FILED: *Recorded 6*
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RECEIVED MANAGEMENT DIVISION 14 OCT 1954

25X1A9A MEMORANDUM FOR: RMD, Management Staff

SUBJECT: Scheduling of Vital Materials Program Microfilm
Projects for the Office of Personnel

1. Since the undersigned will be absent-on-leave from 15 October to 1 November 1954, it would be appreciated if you could contact the individuals listed below concerning the scheduling of microfilming for the VMP which may become necessary during my absence:

Project

Person to Contact

M-122

M-124

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2. Since an internal reorganization of the records of Project M-123 is in process, microfilming of the latter will have to be delayed for approximately 3-4 weeks.

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Planning and Analysis Staff
Office of Personnel

*Filming of M-122 and M-124 completed
20 Oct. 1954. In addition a new project
M-148 was completed this date.*

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20 Oct. 1954

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